

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY – OPEN TO THE PUBLIC
PHARMACY TECHNICIANS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Position #	Shift	Location	Schedule
CV-102577 CV-102578	Days	Administrative Support Services Division Ambulatory Care Services, Middletown, CT	Monday through Friday ~ Every Other Weekend 8:00 a.m. to 4:00 p.m. ~ 37.5 hours weekly
CV-102579 CV-102580 CV-102581	Days	Administrative Support Services Division Ambulatory Care Services, Middletown, CT	Monday through Friday 9:00 a.m. to 5:00 p.m. ~ 37.5 hours weekly
CV-102582	Evenings	Administrative Support Services Division Ambulatory Care Services, Middletown, CT	Monday through Friday 3:00 p.m. to 11:00 p.m. ~ 37.5 hours weekly

Salary: \$36,347 Annually

Closing Date: October 18, 2012

Duties may include but not limited to: Preparing and delivering medications and other pharmaceutical supplies accurately using the Automated Medication System Pyxis, which includes PARx and Cubie Replenishing Station. Ordering supplies from bulk storage, restocking dispensing carts and delivering contents to units according to schedule. Assisting pharmacist in reviewing written prescriptions to determine ingredients needed and in ensuring that established procedures have been followed. Assisting pharmacist in filling prescriptions from bulk stock and using PARx when indicated. Affixing labels to containers showing identification data and directions for use. Assisting in maintaining adequate stock of meds on each Med Station to eliminate stock out especially on weekends. Maintaining and storing inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security. Responsible for conducting special surveys under guidelines established by the Supervisor of Pharmacy or Pharmacist. Performing all other related duties as required.

Eligibility Requirement: Candidates must have applied for and passed the Pharmacy Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirements: Incumbents in this class may be required to travel.

Working Conditions: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

To be considered for this position:

- DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
- DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

Doreen Clemson, Human Resource Associate
Connecticut Valley Hospital – Human Resources Division
PO BOX 351 – Silver Street – Page Hall - Middletown, CT 06457
Fax: (860) 262-5055 - E-Mail: Doreen.Clemson@po.state.ct.us

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-6